



## VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT, MAY 2024

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda, (UR). Its business activities aim to optimize UR assets for the benefits of University.

UR HG Ltd/Polyclinic would like to recruit the motivated and experienced staff able to work in its branches both in Kigali city and/or in provinces, for more details visit UR HG Ltd and UR website respectively:  
<https://holdingsgroup.ur.ac.rw/> and [www.ur.ac.rw](http://www.ur.ac.rw)

Position& Grade	Job summary	Key basic requirements	Number
Operations officer/Accountant (G-3B)	Handle accounting transactions/operations and report thereon	A reputable University degree in accounting option, ACCA, CPA or equivalent professional certificate (at least intermediate level), at least 2 years of experience at health facility will be added advantage	1
Front desk officers (G-2C)	Handle cash collection and client orientation at front desk	A reputable University degree (A <sub>0</sub> ) in accounting or related fields, 2 years of relevant experience at health facility is preferable.	2

Interested applicants should submit copies of application letter, C.V, copies of degrees and/or certificates and Identity cards or passports as well as valid License of practice for Health services professionals in one pdf document by email to: [eugene.mugabo@rumacpa.com](mailto:eugene.mugabo@rumacpa.com), with cc to [ukwizagiradav@gmail.com](mailto:ukwizagiradav@gmail.com), [ceo.urholdings@gmail.com](mailto:ceo.urholdings@gmail.com), not later than Monday 27/05/2024 at 5h: 00 p.m. Short listed candidates will be contacted for written test on Wednesday 29/05/2024, while oral test for those who will pass written test is planned on Friday 31/05/2024.

Done at Kigali 15/05/2024

UR HG Ltd  
Management





# - HG Ltd

University of Rwanda-Holdings Group Ltd

## TERMS FOR VACANCY POSITIONS AT UR HG LTD ANNOUNCEMENT

University of Rwanda Holdings Group Limited (UR - HG Ltd) is a limited company fully owned by University of Rwanda. (UR). Its business activities aim to optimise UR assets for the benefits of University.

### 1. Operations officer/Accountant (G-3B)

#### (1) Job definition and description:

Accountant of UR-HG Ltd provides financial information to management by posting, analysing and preparing accounting data/information:.

#### (2) Qualification & experience required:

The Accountant at UR-HG Ltd should have Bachelor's degree in Business Administration with specialization in Accounting with at least 2 years of experience. In addition to this, He/she is required to a CPA, ACCA, other equivalent accounting professional course certificate at least Part II (intermediate) with continuous ambition of Career development.

#### (3) Knowledge and Skills Requirements:

Accounting, Corporate Finance, Reporting Skills, Attention to Details, Deadline-Oriented, Reporting Research Results, Confidentiality, Time Management, Data Entry Management, General Math Skills.

#### (4) Duties & Responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation, and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains customer confidence and protects operations by keeping financial information confidential.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Accomplishes the result by performing the duty.
- Contributes to team effort by accomplishing related results as needed.
- Ensure payables and receivables lists are updated and do recovery for receivables.
- Preparation and submission of required reports for company to Finance manager.



# - HG Ltd

University of Rwanda-Holdings Group Ltd

## 2. Front Desk Officer/Sales Cashiers ; G-2 (C)

### (1) Job definition and description:

Front Desk Officer/Sales Cashiers' responsibilities include receiving payments and issuing receipts, gift-wrapping packages and keeping track of all cash and credit transactions. Main duties include ringing up sales, bagging items, requesting price checks, honouring coupons, collecting payment and giving appropriate change. She/He is responsible for counting the contents of cash register drawer at the end of each shift, maintaining receipts, records and withdrawals.

### (2) Qualification & experience required:

He or She should have bachelor degree in finance or accounting with 2 years of relevant experience

### (3) Knowledge and Skills Requirements:

- Work experience as a Retail or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Good math skills
- Strong communication and time management skills
- Customer satisfaction-oriented

### (4) Duties & Responsibilities:

- Ensure pricing is correct
- Issue change, receipts, refunds, or tickets
- Redeem stamps and coupons
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
- Make sales referrals, cross-sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving establishment
- Maintain clean and tidy checkout areas
- Keep reports of transactions
- Process returns and check to see if items are damaged
- Answer customers' questions and get a manager if answer doesn't solve the issue
- Pleasantly deal with customers to ensure satisfaction
- Preparation and submission of required reports for company to Accountants/Operations officers.
- Performs any other duties assigned by the finance management consistent with the activities and mission of the company

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UR HG Ltd Management

